



## **EAGLE CREEK ELEMENTARY PTO GRANT APPLICATION**

### **Request Guidelines**

An annual designated amount of funds for the school year will be set aside based on the PTO's main fundraiser(s) revenue. However, PTO will have the ability to increase this amount based on funds available.

1. Any teacher, staff, parent, student or group of Eagle Creek Elementary School may submit a written application for consideration. Please note that verbal requests will NOT be considered.
2. Applications shall be given to the Eagle Creek Elementary School Principal or placed in the PTO mailbox for review and approval. Any hardcopy attachments should be stapled to this application.
3. Grant applications will be reviewed by the Eagle Creek PTO during our scheduled meetings.

Your attendance at the meeting in which your application is being reviewed is encouraged but not required. Anyone wishing to present at the meeting will be limited to 5 minutes (including questions) to present their grant application. FYI – if there are questions that are not able to be answered during the 5 minutes, your grant application may be tabled until the next PTO Board meeting.

- a. After discussion a member Vote will be taken. A simple majority of those PTO members present is required for approval. Shortly after the meeting, you will be notified in writing with the results of the vote.
4. Grants not approved may be resubmitted for future consideration.
5. For approved applications, the grant applicant shall be responsible for making or arranging the purchase. The Eagle Creek PTO can be invoiced directly or the grant applicant(s) can be reimbursed. Payment arrangements should be discussed with the PTO Treasurer.
6. The Eagle Creek PTO reserves the right to rescind any approvals if purchases AND completed paperwork is not made within 45 days of application approval. If you feel you will need additional time, please note that within the application under the "Additional Comments" section.
7. To request payment for an approved grant:
  - a. Obtain a detailed invoice from the vendor. Add a description of the grant and your signature to indicate approval.  
OR
  - b. To be reimbursed for OUT-OF-POCKET expenses, you will be REQUIRED to submit a filled out PTO Reimbursement Form. You can request a form from the PTO Treasurer. Please organize and tally original receipts. Include your full name (Payee) and the grant description. Place all the completed documents in the PTO Mailbox, ATTN: PTO Treasurer. Please allow two weeks for processing.



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<b>Name</b>		<b>Date of Application</b>	
<b>Contact Email</b>		<b>Contact Phone</b>	
<b>GRANT TITLE:</b> (One line brief description)			
<b>GRANT DESCRIPTION:</b> (Explain what you want the Grant Money for. Please be as descriptive as possible.)			
<b>Estimated number of Eagle Creek Elementary students who will be impacted/benefited by this Grant:</b>			
<b>Who will benefit and why:</b> (Explain how the staff/students of Eagle Creek Elementary will benefit from this Grant)			
<b>FULL DESCRIPTION AND MODEL NUMBER:</b> (If possible, please supply a picture or copy of actual item from vendor)			
<b>VENDOR:</b> (If applicable, identify catalog(s) or store(s) from which you wish to purchase this product. Please note, since the PTO will be making the purchase, you do NOT need to use a school-approved vendor. <i>For Grant Requests over \$500, TWO vendor options and quotes MUST be given.</i> )			
<b>Itemized Funds requested from PTO, including shipping and handling if applicable:</b>			
<b>Will this be a one-time purchase?</b> <div style="float: right; text-align: right;"> <b>YES</b> <b>NO</b> </div> If <b>NO</b> , please explain what these additional costs will be):			
<b>Will this purchase need maintenance or will there be recurring costs for supplies to use this item?</b> <div style="float: right; text-align: right;"> <b>YES</b> <b>NO</b> </div> If <b>YES</b> , please explain what these additional costs will be and how often they will be needed:			
<b>Additional Comments:</b> (Anything else you would like to add)			

**PTO Use Only: Date Received:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

**DENIED**      or      **APPROVED: DOLLAR AMOUNT \$** \_\_\_\_\_